Senior Leadership Team minutes
14 January 2019

Details of attendees are provided at the end of the minutes.

1. Introductions and apologies

Apologies for absence were received from Paul Arnold. In his absence, Louise Byers had been asked to chair the meeting.

The meeting noted that this was the first in the new cycle of SLT meetings. The first SLT meeting each month would be designed to ensure SLT had oversight of corporate change and transformation. The Executive Team (bar Paul Arnold) was not expected to attend those meetings, but would continue to attend the second SLT meeting each month.

2. Matters arising from the previous meeting

Minutes
The minutes of the last meeting were agreed.

Actions and decisions
There were no updates to the outstanding actions.

3. Identification and discussion of major corporate projects

Louise Byers introduced a report which set out the projects identified within the "ambition" section of Directorate Business Plans. These projects had been reviewed and programmes of work identified in order to coordinate and delivery cross office projects. Each programme would be sponsored by an SLT member.

Issue
Louise Byers explained that she had met with Andy White to discuss the approach to governance and oversight of the ICO's Regulatory Action Policy (RAP). A report would be submitted to the next SLT meeting regarding the governance of the RAP, which will propose that each regulatory priority is sponsored by a member of SLT.

Decision
SLT agreed that identifying SLT sponsors for the regulatory priorities and cross office programmes of work (identified through the business plans) the correct approach.

A report would be submitted to SLT on 11 February identifying all work-streams which required an SLT sponsor.

Actions
Andy White to submit a report to SLT on 29 January 2019 setting out proposals for the governance of the RAP.

Louise Byers and Andy White to submit a report to SLT on 11 February 2019 setting out all work-streams requiring SLT sponsors (programmes to deliver business plan projects; regulatory priorities; and any other similar work-streams) and the schedule for reporting updates on these work-streams to SLT.

Issue
SLT noted that the number of "ambition" projects represented a significant amount of work for the organisation.

Decision
The delivery of the projects should be considered a two-to-three-year programme.

The projects would need to be divided in to "corporate" projects and "directorate" projects. The corporate projects should then be mapped and prioritised. "Directorate" projects will be monitored by Directorate Steering Groups.

The "ambition" tab of the Business Plan template should be updated to include consideration of whether a project is Directorate-specific or corporate.

Actions
Chris Braithwaite to update the Business Template to include consideration of whether a project is Directorate-specific or corporate.

4. SLT Sub-Group – Stakeholder Management

SLT considered a report which set out the proposals from the SLT Stakeholder Management Sub-Group.

Issue
SLT agreed that the proposals were appropriate and that the policing sector was appropriate for the pilot. One of the first tasks for the pilot would be to define the sector for the purposes of the pilot.

SLT also commented that all relevant staff would need to be informed of the pilot so that they knew of the changes which needed to be made to their working practices.

Decision
The recommendations in the report were approved.

Actions
Where relevant, Directors to inform their staff of the stakeholder management pilot and the implications for their working practices.

Andy White to provide a report on the findings of the stakeholder management pilot to SLT once the pilot is completed.

5. Operational delivery of Sandbox

Chris Taylor joined the meeting to present a report setting out proposals for the delivery of the testing phase of the regulatory Sandbox.

Issue
SLT discussed the support which would be needed throughout the organisation to deliver the Sandbox. It was expected that a significant number of applications would be received and resources would be needed from throughout the ICO to assess the applications.

Ian Hulme explained that, from a legal standpoint, any findings as a result of the Sandbox would not fetter the Commissioner's regulatory discretion.

Decision
The recommendations in the report were approved. SLT members could also provide further comments to Ian Hulme over the next few days.

Actions
Chris Braithwaite to circulate the Sandbox report to SLT for sharing with colleagues.

SLT to provide Ian Hulme and Chris Taylor with any further feedback on the Sandbox proposals by 18 January.

6. Risk Register Update

<u>Decision</u>
The report setting out proposed changes to the risk register was approved.

7. Any other business

<u>Issue</u>
Mike Fitzgerald confirmed that there continued to be periodic outages of the ICO website as a result of the transition of the website to Azure.

<u>Actions</u>
Mike Fitzgerald to provide SLT with updates as appropriate regarding outages to the ICO's website.

Attendance
Members

Jonathan Bamford	Director of Strategic Policy (Domestic)
Emma Bate	Director of Legal Services (Policy & Commercial)
Gill Bull	Director of FOI Complaints and Compliance
Louise Byers (Chair)	Director of Corporate Affairs and Governance
Steve Eckersley	Director of Investigations and Intelligence
Mike Fitzgerald	Director of Digital, IT and Customer Services
Suzanne Gordon	Director of Data Protection Complaints and Compliance
Andrew Hubert	Director of Resources
Ian Hulme	Director of Regulatory Assurance
James Moss	Director of Legal Services (Regulatory Enforcement)
Anneke Schmider	Director of Strategic Policy (International)
Andrew White	Director of High Profile Investigations and Intelligence
Amanda Williams	Director of Strategic Policy (Parliament and Government Affairs)

Attendees

Robert Parker	Head of Corporate Communications
Chris Taylor	Head of Assurance (for item 5)

Secretariat

Chris Braithwaite   Senior Corporate Governance Manager